

# ARIZONA DEPARTMENT OF PUBLIC SAFETY

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## "Courteous Vigilance"

JANET NAPOLITANO ROGER VANDERPOOL
Governor Director

## INITIAL CONCEALED-WEAPONS FIREARMS-SAFETY INSTRUCTOR APPLICATION

This section to be completed by the instructor-applicant AZ CONCEALED PERMIT HOLDER? NAME (LAST, FIRST, MI) COUNTY Yes No **RESIDENCE ADDRESS** CITY STATE ZIP CODE MAILING ADDRESS (IF DIFFERENT) STATE ZIP CODE CITY SOCIAL SECURITY NUMBER (OPTIONAL) CONTACT PHONE **WORK PHONE** EXT ORIGIN/RACE GENDER (CIRCLE) HEIGHT WEIGHT American Indian / Alaskan Native (I) Black (B) Asian / Pacific Islander (A) Hispanic/ White (W) Female Male EYE COLOR (CIRCLE) HAIR COLOR (CIRCLE) DATE OF BIRTH PLACE OF BIRTH Green Blue Bald Brown Sandy Black (STATE) Black Brown Hazel Gray White Blonde Red Grev This section to be completed by the responsible party of the training organization TRAINING ORGANIZATION NAME ORGANIZATION NUMBER ORGANIZATION PHONE NUMBER RESPONSIBLE PARTY (LAST, FIRST, MI) Applicant to Answer "Yes" or "No" to each question below: Yes No Are you a United States citizen born in the U.S. or one of its territories? If NO, provide a copy of your Permanent Resident Alien Card (front and back). You must also submit a copy of a government issued photo ID and proof of 90 days consecutive residency. Are you a United States citizen born in a country other than the United States or any of its territories? If YES, provide a copy of legal documentation proving you are lawfully present in the United States. Are you currently under indictment for a felony arrest or have you ever been convicted of a felony offense? If YES, you do not meet eligibility criteria for obtaining an instructor approval, unless you receive a pardon for the conviction. Are you currently under indictment for or been convicted of a misdemeanor crime of domestic violence? If convicted, you will need to have the conviction set-aside, vacated, or expunged; or receive a pardon for the conviction. Have you been dishonorably discharged from the United States Armed Forces? Do you suffer from mental illness and have been adjudicated as mentally incompetent or committed to a mental institution? Do you meet all eligibility criteria listed in AAC R13-9-307? I attest that, to the best of my knowledge, all answers on this application are true. I understand that I may be subject tφ criminal prosecution for falsification or misrepresentation of any document provided to DPS in the application process. I understand that falsification or misrepresentation is grounds for denial or revocation of instructor approval. Date Applicant Signature

#### Application Instructions for DPS CCW Firearms-safety Instructor June 2007

This application is for instructor-applicants who do not possess a CCW permit and do not want to apply for a CCW permit <u>or</u> were previously issued a permit and now request approval as a firearms-safety instructor.

- 1. Submit current documentation showing completion of one of the following firearms-safety training instructor programs:
  - Arizona Basic Police Firearms Instructor training provided by Arizona Police Officer's Standards and Training Board.
  - Police Firearms Instructor Development School provided by the NRA.
  - Law Enforcement Security Firearms Instructor Development School provided by the NRA.
  - Pistol Instructor and Personal Protection Instructor provided by the NRA.
  - o Law Enforcement Tactical Handgun Instructor provided by the NRA.
  - Law Enforcement handgun / Shotgun Instructor provided by the NRA.
  - Law Enforcement Tactical Shooting Instructor provided by the NRA.
  - o Firearms Instructor Training Program provided by a federal law enforcement agency.
- 2. A certificate of completion of the 8-hour DPS-approved CCW class obtained within the last five years from an approved firearms-safety training organization.
- 3. Complete and sign the reverse side (or page one) of application.
  - a. Disclosure of social security number is not required. However, failure to disclose the social security number may delay the processing of your application.
- 4. Submission of fingerprints is required of all initial firearms-safety instructor applicants. DPS does not provide fingerprint services. However, fingerprint services may be available at your local law enforcement agency or through a private fingerprint service.
  - a. Fingerprint data is transmitted electronically to the FBI for processing. If the FBI is unable to process the images, the Concealed Weapon Permit Unit will mail a reject notice, blank fingerprint card and pre-addressed return envelope to the instructor-applicant requesting submission of a second fingerprint card. The application process will not be completed until the second fingerprint card is received and processed.
  - b. To avoid fingerprint processing delays, have fingerprints taken electronically or, if using an ink & roll service, submit two fingerprint cards with the initial application.
- 5. Mail the completed application, completed fingerprint card and \$29.00 fee to:

DPS Instructor Program P.O. Box 6488 Phoenix, AZ 85005-6488

6. Acceptable forms of payment include money order, cashier's check or certified check. Personal checks, cash, credit/debit cards are not accepted. Fees are non-refundable.

The department shall not approve an individual as a firearms-safety instructor if the individual:

- a. has been convicted of a felony even if the person's civil rights have been restored or the conviction has been expunged, set-aside or vacated; or
- b. has a history of behavior that DPS determines is contrary to the safe and lawful use of a firearm.

Once DPS has completed processing the application, and DPS has determined the applicant meets the requirements:

- An approval notice will be mailed to the instructor. The notice will contain the instructor number and the number for the training program the instructor is teaching..
- These numbers must be entered on all future firearms-safety certificates of completion.
- A current version of the approved lesson plan(s) will be provided.

Approval as a firearms-safety instructor is valid for five years from the date of approval. If the approval of a firearms-safety instructor expires, the former firearms-safety instructor shall immediately stop providing firearms-safety training. The former firearms-safety instructor may apply again for approval under R13-9-308.

To ensure timely communication from the Department, an approved firearms-safety instructor shall provide notice to the Department within 10 days after a change of address or contact telephone number. If mail from the Department to an approved firearms-safety instructor is returned to the Department because it is undeliverable, the Department shall administratively suspend the firearms-safety instructor's approval until the firearms-safety instructor submits updated information.

#### CERTIFICATE OF COMPLETION OF 8-HOUR DPS-APPROVED TRAINING CLASS

TRAINING PROGRAM NUMBER	INSTRUCTOR NUMBER		ORGANIZATION NUMBER
As a DPS-approved Firearms-safety Instructor, I certify that			
Training location(s): Classroom		Qualification	
	City, State		City, State
Instructor name: (Print)		Bus. Phor	ne:
Instructor Signature:		Date:	(Affix stamp or seal here)